



SPEND WORKBENCH

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MANAGING SPEND CLASSIFICATION RULES AND VISUALIZING THE SPEND DATA

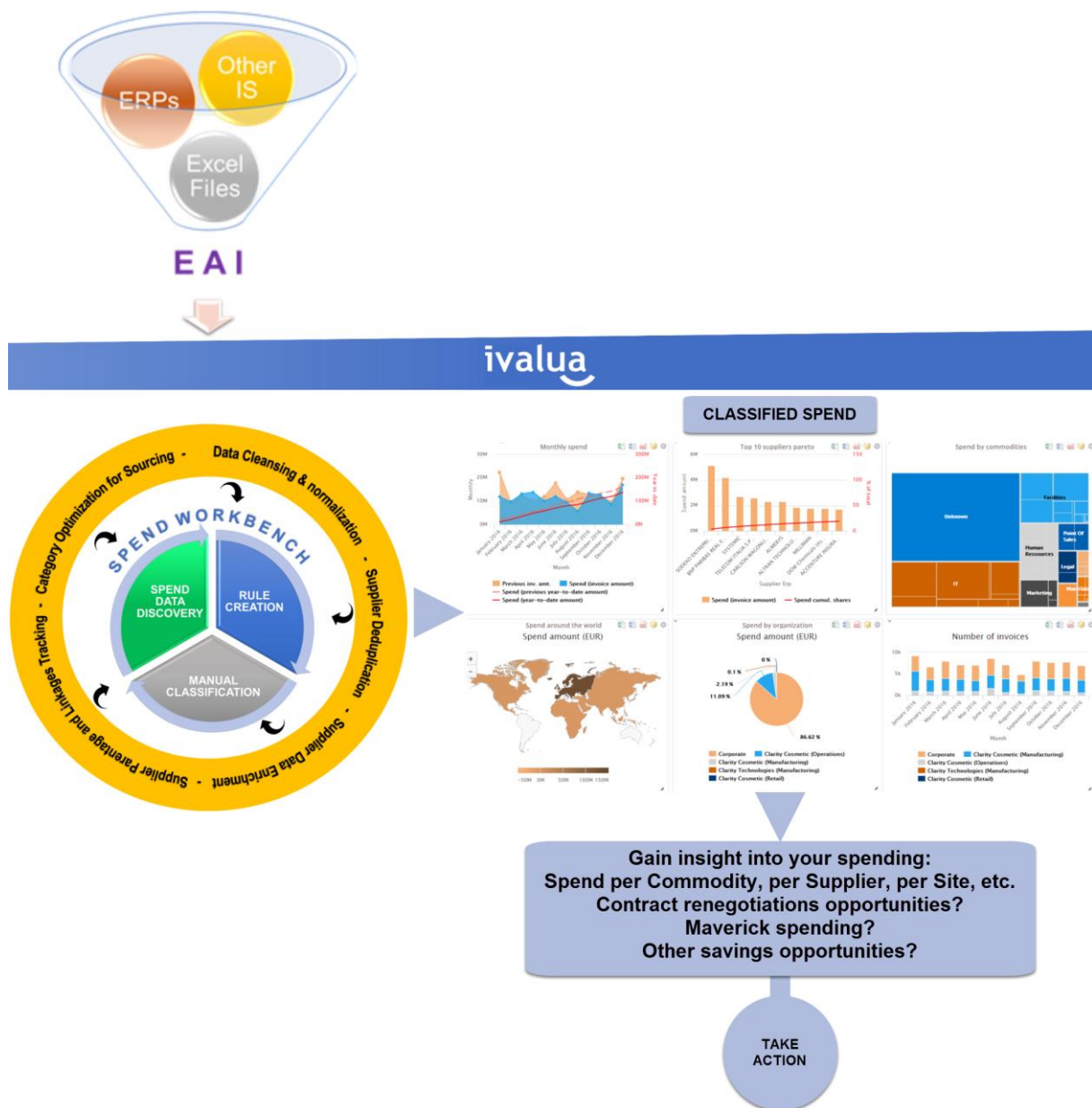
Spend Management Overview

To craft informed sourcing and spend strategies (opportunity assessment, category planning, supplier selection, etc.), procurement organizations need to be able to access, organize and analyze spend data.

In practice, to achieve this, companies have to overcome major hurdles that arise from the disparity in source systems, charts of accounts, commodity codes, and so on.

The *Spend Workbench* module allows you to collect spend data scattered across different systems, classify it into a homogeneous commodity taxonomy and build spend data analysis using different axes, such as the spend categories, geographical zone, organization, supplier and others.

High-Level Process



Upstream, EAI's are used to load spend data from multiple data sources (ERP, Other IS, Excel files...). This heterogeneous spend data is transformed to obtain IVALUA spend data (invoice lines) and injected into the Spend Workbench.

You can then proceed with the analysis and classification of your spend. In IVALUA the classification process rests on a **rule engine** that provides you with efficient, repeatable, and self-learning data classification capabilities. The manual classification is also available and is meant for invoice lines for which rules don't apply.

For an accurate classification, additional actions must be carried out all along the classification process within the *SRM* module (supplier data cleansing or enrichment, supplier deduplication and others) as well as within the commodity taxonomy of your company (commodity taxonomy optimization for better sourcing strategy).

Once your spend data is properly categorized into your custom products and services taxonomy, you'll have a sound foundation for analytics and actionable intelligence. You'll be able to leverage this data using IVALUA's built-in BI Visualization tool to create dashboards and reports that you can 'push' where they will be most useful in the IVALUA Suite.

Reviewing and Classifying Spend Data in the Spend Workbench

To display the spend data, select the **Analytics > Spend workbench** menu. The *Spend Workbench* page is displayed.

The screenshot shows the 'Spend workbench' page in the 'Analytics' section. The interface includes a top navigation bar with tabs like 'Suppliers', 'Sourcing', 'Contracts', 'Catalogs', 'Procurement', 'Invoicing', and 'Analytics'. Below the navigation bar, there's a search bar and a 'Save' button. The main area contains search filters (Keywords, Period, Classification criteria) and a table of results. Red boxes and numbers highlight specific features: 1 points to the search filters, 2 points to the search results table, and 3 points to the summary statistics box.

1 Search filters

2 Search result: displays classified and not classified spend data depending on filters applied.

3 Real time information on classified and unclassified spend displayed in the search result.

Amount classified	# rows classified	Amount not classified	# rows not classified	%	Clues or Existing rules
99,640,769	81770	64,275,376	13300	100.00	👉👈

1 Result(s)

Classified: 99,640,768.86 USD (60.79 %)
Not classified: 64,275,375.74 USD (39.21 %)

From this page you can proceed with classifying your spend data.

- Display spend data (→p.10).
You can consolidate spend using dedicated filters, display classification currently applied at each consolidation level and drill down to view details at invoice line level.
- Based on observed spend patterns create classification rules (→p.14)
- Manually classify invoice lines for which the rules do not apply (→p.25)

Discovering Spend Data in the Spend Workbench Page

Consolidating Spend Data

Using Classification Criteria

By default, the *Spend Workbench* displays total classified and unclassified data. You can display your spend using one or more criteria available in the **Classification criteria** filter (*GL account*, *Supplier*, *Organization*, or other criteria):

- For each criteria selected, a new column is added to the spend workbench list, with, in header, the name and the weight of the criteria (in brackets).
- The invoice lines are consolidated by criteria of your choice.

In the screenshot below spend lines are consolidated by *Organization* (weight = 3) and *Supplier* criteria (weight = 5).

The screenshot shows the 'Spend workbench' page with the following filters and data:

Keywords: **Period:** Current year **Classification criteria:** ☒ GL account ☒ Local commodity ☐ Custom criteria ☐ System **Search:** **Advanced search**

Supplier level: Supplier ERP **Supplier:** **Status:** All **Organization level:** **Organization:** **System:** **Display current classification:** ☐

Summary: Classified: 99 675 595,26 EUR (60,81 %) Not classified: 64 239 865,34 EUR (39,19 %)

Organization [3]	Supplier [5]	Amount classified	# rows classified	Amount not classified	# rows not classified	%	Clues or Existing rules
Group Central Buying	MILLIMAN	9 408	1	1 677 389	27	1,03	Software [8]
Group Central Buying	ALTI	49 775	3	1 619 065	155	1,02	Training and Certification Programs [8]
Group Central Buying	RECALL FRANCE	0	0	1 557 449	207	0,95	Hardware [3]
Group Central Buying	ALTRAN TECHNOLOGIES	32 032	2	1 465 066	173	0,91	Hardware [3]
Group Central Buying	NEURONES	13 089	2	1 366 482	110	0,84	Landscaping [8]
Group Central Buying	MODIS France	0	0	1 218 149	132	0,74	Specific Consulting [8]
Group Central Buying	GIE COMUTITRES	0	0	1 204 756	9	0,73	Hardware [3]
Group Central Buying	AEROPARIS	0	0	1 074 165	2	0,66	Hardware [3]
Group Central Buying	STADE ENERGIES-SESAS	0	0	1 016 403	12	0,62	Hardware [3]
Group Central Buying	APSIDE	0	0	993 033	115	0,61	Hardware [3]
Group Central Buying	CONSORT NT	0	0	894 025	38	0,55	Hardware [3]
Group Central Buying	CLESTRA HAUSERMAN	0	0	886 608	16	0,54	Hardware [3]
Group Central Buying	ANTARES IT	60 852	19	867 782	63	0,57	Hardware [3]
Group Central Buying	UNIWARE GLOBAL SERVICES	261 925	16	837 541	59	0,67	Software [8]
Group Central Buying	GROUPE ALLIANCE	0	0	823 808	67	0,50	Hardware [3]

Navigation: < 1 2 3 4 5 6 7 > More than 150 Result(s)

To select the period you wish to analyze, use the **Period** filter: *Current year*, *Previous year* or *All years* (to display spend without period distinction or to classify the spend history lines).

To filter on a specific supplier, use the **Supplier** filter: the search result corresponds to the spend of the selected supplier and its child entities, if any.

To filter on a specific organization, use the **Organization** filter: the search result corresponds to the spend of the selected organization and its child entities, if any.

To display spend corresponding to a specific source system, use **System** filter.

To display spend depending on classification status, use the **Status** filter: *Classified* (the *Amount not classified* and *# rows not classified* columns are hidden), *Not classified* (the *Amount classified* and *# rows classified* columns are hidden) or *ALL* data.

When you consolidate spend by *Organization* or *Supplier* criteria, you can, in addition, indicate at which level of your company organization or which level of supplier hierarchy you wish the consolidation to be done. To do so, use the **Organization level** or the **Supplier level** filters.

Consolidating by Organization Level

In IVALUA the invoice lines are associated with the lowest level of organizational hierarchy, the *Site* level.

When in the *Spend workbench*, you display your spend by the *Organization* criteria, the **Organization level** filter is defaulted to the *Site* value and invoice lines are consolidated at *Site* level. You can go to a higher level of consolidation by selecting *Division*, *Branch* or *Group*: the overall spend data will be consolidated at the level of your choice.

Keywords :	Period : Current year	Classification criteria : <input type="checkbox"/> GL account <input type="checkbox"/> Local commodity <input type="checkbox"/> Custom criteria <input checked="" type="checkbox"/> Organization <input type="checkbox"/> Supplier <input type="checkbox"/> System	Q Search	Reset	Advanced search	Classified: 99,640,768.86 USD (60.79 %) Not classified: 64,275,375.74 USD (39.21 %)
Supplier level : Supplier ERP	Supplier : ...	Status : All				
Organization level : Division	Organization : ...	System : ...	Display current classification : <input type="checkbox"/>			

Organization [3]	Amount classified	# rows classified	Amount not classified	# rows not classified	%	Clues or Existing rules ⓘ
Corporate	79,826,582	33950	59,671,202	11832	85.10	👍👎
Clarity Cosmetic (Operations)	11,067,213	10906	4,604,158	1467	9.56	👍👎
Clarity Technologies (Manufacturing)	822,222	15	15	1	0.50	👍👎
Clarity Cosmetic (Manufacturing)	7,923,940	36893	0	0	4.83	👍👎
Clarity Turbo (Manufacturing)	812	6	0	0	0.00	👍👎

Consolidating by Supplier Level

A specific level of supplier hierarchy is reserved for suppliers originating from ERPs: the *Supplier ERP* level.

When invoice lines are imported from another system:

- In IVALUA the records of the corresponding suppliers are created automatically with the *Supplier ERP* level (unless they were already created during a previous import from the same system).
- The imported spend is attached to these ERP suppliers.

The supplier records with *ERP* level are only meant for handling the imported spend. They don't represent any real entity of supplier operational structure.

To associate the imported spend to an effective supplier from the IVALUA supplier repository, you must declare that supplier as parent of the ERP supplier. Thanks to this parent/child linkage spend consolidation can be done at any level of supplier hierarchy.

In the *Spend workbench*, when displaying spend by the *Supplier* criteria, the **Supplier level** filter is defaulted to the *Supplier ERP* level. Hence, only the imported spend is displayed.

To consolidate at another level of supplier hierarchy, select the desired value in the **Supplier level** filter: the spend in the search result relates to the displayed suppliers and their child entities.

Keywords :	Period : Current year	Classification criteria : <input type="checkbox"/> GL account <input type="checkbox"/> Local commodity <input type="checkbox"/> Custom criteria <input checked="" type="checkbox"/> Organization <input checked="" type="checkbox"/> Supplier <input type="checkbox"/> System	Q Search	Reset	Advanced search	Classified: 22 821 738,50 EUR (99,97 %) Not classified: 6 397,59 EUR (0,03 %)
Supplier level : Supplier Group	Supplier : ...	Status : All				
Organization level : ...	Organization : ...	System : ...	Display current classification : <input type="checkbox"/>			

Supplier [5]	Amount classified	# rows classified	Amount not classified	# rows not classified	%	Clues or Existing rules ⓘ
BNP PARIBAS	14 074 765	13	6 382	15	61,68	👍👎 Insurance [5]
Siemens	3 457 934	88	15	1	15,15	👍👎 Manufacturing Equipments [5]
DOW Chemicals	5 289 040	36826	0	0	23,17	👍👎

Group-level
suppliers

Spend linked to
the displayed groups and its child entities

Displaying current classification

To show the commodities assigned to the displayed spend, select the **Display current classification** option.

Keywords: Period: **Current year** Classification criteria: ☐ GL account ☐ Local commodity ☐ Custom criteria ☒ Organization ☒ Supplier ☐ System Classified: 99,675,595.26 USD (60.81 %) Not classified: 64,240,549.34 USD (39.19 %)

Supplier level: **Supplier ERP** Supplier: Status: **All** Organization level: Organization: System: Display current classification: ☒

Organization [3]	Supplier [5]	Amount classified	# rows classified	Amount not classified	# rows not classified	%	Clues or Existing rules ⓘ	Current classification
Group Central Buying	SANTE AU TRAVAIL EN CORNOUAILLE	0 0		931 2		0.00		
Group Central Buying	SAP ITALIA	1,339,061 5		0 0		0.82		- Software Licensing (3) - 500,609.38 - Software Maintenance (3) - 838,451.91
Group Central Buying	SPIGRAPH	0 0		4,922 4		0.00		
Group Central Buying	SQLI	334,978 34		0 0		0.20		- Services (9) - 1,050.00 - Training - 332,303.18 - IT Professional Services (3) - 1,624.77
Group Central Buying	STORDATA	4,552 1		0 0		0.00		- Servers (3) - 4,551.69
Group Central Buying	SUD LOIRE SANTE AU TRAVAIL	0 0		3,367 5		0.00		
Group Central Buying	SUNGARD SHERWOOD SYSTEMS	108,865 5		0 0		0.07		- Software Maintenance (3) - 108,864.74

The **Current classification** column is displayed. For each spend line it indicates how the amount of the classified spend is dispatched between commodities.

- In blue (clickable links), commodities assigned using rules, followed by the rule weight (in brackets). Clicking the link displays the rule (for information on rules, see page 14).
- In orange, classifications assigned manually (for information on manual classification, see page 25).

In the screenshot below, the classified amount (334,978€) is broken down into three commodities:

- Training (332,303.18€) → manual classification
- Services (1,050€) → classification rule, rule weight=9
- IT Professional Services (1,624.77€) → classification rule, rule weight=3

Clicking one of the rule-based commodities displays the rule.

Organization [3]	Supplier [5]	Amount classified	# rows classified	Amount not classified	# rows not classified	%	Clues or Existing rules ⓘ	Current classification
Group Central Buying	SQLI	334,978 34		0 0		100.00		- Services (9) - 1,050.00 - Training - 332,303.18 - IT Professional Services (3) - 1,624.77

Spend classification rule

Source System: **Demo France**

Organization:

Supplier:

GL account:

Local commodity: **Prestations info**

Custom criteria ⓘ:

Invoice Item Label:

PO Item description:

Part description:

Commodity: **IT_SE - Services**

Rule weight: 9

Drilling Down Spend Data to Invoice Line Level

To display the invoice lines corresponding to a spend line, click the associated amount (**Amount classified/Amount not classified** columns) or the number of invoice lines (**# rows classified / # rows not classified** columns).

Keywords:

Period:

Current year

Classification criteria:

☐ GL account

☐ Local commodity

☐ Custom criteria

☒ Organization

☒ Supplier

☐ System

Q Search

Reset

Advanced search

Classified: 99 675 595,26 EUR (60,81 %)
Not classified: 64 239 865,34 EUR (39,19 %)

Organization [3]	Supplier [5]	Amount classified	# rows classified	Amount not classified	# rows not classified	%		Clues or Existing rules ⓘ
Group Central Buying	MILLIMAN	9 408	1	1 677 389	27	1,03		Software [8]
Group Central Buying	ALTI	49 775	3	1 619 065	155	1,02		Training and Certification Programs [8]
Group Central Buying	RECALL FRANCE	0	0	1 557 449	207	0,95		<input type="checkbox"/> Hardware [3]
Group Central Buying	ALTRAN TECHNOLOGIES	32 032	2	1 465 066	173	0,91		<input type="checkbox"/> Hardware [3]
Group Central Buying	NEURONES	13 089	2	1 366 482	110	0,84		Landscaping [8]

Display
classified invoice lines

Display
unclassified invoice lines

The pop-up window that opens shows the related invoice lines. For each invoice line, you can create a new rule by clicking the **Create rule** icon (→p. 24) or carry out manual classification by clicking the **Manual classification** icon (→p.25).

Invoice lines

Close

Keywords :

Import ID :

Commodity :

Organization :

Classifying status :

▼

Invoice Date : to

Supplier :

Geographical Regions :

Amount :

Q Search

Reset

✖ Automatically classified

✖ Manually classified

Limited to selected items : ☒

	ID	Item Label	Amount	Currency	Invoice Date	Status	Commodity	CL Code	Voucher #	Local commodity	Alternative codification	Part Description	Order Item Description	Suppliers	SRC ⓘ	
✎	6,803	NO DESCRIPTION	32,775.00	EUR Euro	10/31/2018	Activated	Specific Consulting		FR003000004484806					ALTI	Demo France	👍👎👏
✎	61,500	NO DESCRIPTION	2,750.00	EUR Euro	10/2/2018	Activated	Specific Consulting		FR003000004484781					ALTI	Demo France	👍👎👏
✎	119,813	NO DESCRIPTION	13,050.00	EUR Euro	10/2/2018	Activated	Specific Consulting		FR003000004484783					ALTI	Demo France	👍👎👏
✎	137,471	NO DESCRIPTION	11,812.50	EUR Euro	10/1/2018	Activated	Specific Consulting		FR003000004484771					ALTI	Demo France	👍👎👏
✎	151,607	NO DESCRIPTION	42,000.00	EUR Euro	10/2/2018	Activated	Specific Consulting		FR003000004484782					ALTI	Demo France	👍👎👏

5 Result(s)

For classified invoice lines the *Commodity* column displays the current classification. Clicking a commodity opens a pop-up window that displays the list of the rules matching the invoice line: the rule applied is the one with the checkbox selected.

Classification Rules										
Close										
0000012288										
Invoice Item Label	Local commodity	Part description	PO Item description	Supplier	Organization	GL account	Alternative classif.	Source System	Rule weight	
				XEROX					5	<input checked="" type="checkbox"/>
					Plant Mexicali (Technologies)				3	<input type="checkbox"/>
2 Result(s)										

Rule applied

Classifying Spend Using Rules

There are two ways for creating rules:

- Creating rules using classification clues, or
- Creating rules from scratch

Before you start creating rules, you should take time to get familiar with rules and clues.

About Rules

What is a Rule?

The purpose of rules is to automate the classification process based on recurring patterns observed within your company. Rules classify the invoice history lines retroactively and will be reused to automatically classify future invoice lines.

In practice, **rules** are mappings between a *commodity* from your commodity taxonomy and one or more *classification criteria*. When an invoice line meets all criteria specified in a rule, the rule indicates to the system that the invoice line must be classified into the associated commodity.

Let's consider the following example of a rule: **If** *Organization=France* and *Supplier=Siemens*, **Then** *Commodity=Office Furniture*.

In this rule two classification criteria (*Organization=France* and *Supplier=Siemens*) are mapped to the *Office Furniture* commodity. All invoice lines meeting these criteria will be classified into the *Office Furniture* commodity.

The screenshot below demonstrates the rule as it would appear in IVALUA.

The screenshot shows a 'Spend classification rule' window with the following fields:

- Source System : [dropdown]
- Organization : France [dropdown]
- Supplier : Siemens [dropdown]
- GL account : [dropdown]
- Local commodity : [dropdown]
- Custom criteria ⓘ : [dropdown]
- Invoice Item Label : [text box]
- PO Item description : [text box]
- Part description : [text box]
- Commodity : 93 - Office Furniture [dropdown]
- Rule weight : 8

Annotations in the image:

- A red box labeled 'Classification criteria' encloses the 'Organization' and 'Supplier' fields.
- A red arrow labeled 'Target commodity' points to the 'Commodity' field.

Rules are weighted to reflect their relative importance when two rules applicable to the same invoice line point to distinct commodities, thereby causing a rule conflict (for information about rule conflict management, see page 15).

Rule weight is computed as the sum of the weights of all the criteria used in the rule. In the example above, the rule weight (8) is the addition of the weights of the *Organization* and *Supplier* criteria. The weights of criteria are pre-configured by authorized users and are not visible when displaying a rule.

Rule Conflict Management

When multiple rules apply to a single invoice line and these rules point to distinct commodities, there is a rule conflict.

Rule conflicts are resolved by rule weightage and, in the second instance, by rule seniority:

- Weightage: the rule with the highest weight prevails
- Seniority: when applicable rules have the same weight, the rule that was created first takes precedence.

Here is an example to illustrate a rule conflict and its resolution. Let's say you wish to classify an invoice line based on the following criteria:

- *Invoice Item Label*=Security tools - Training
- *Supplier*=IBM
- *Local commodity* = Certification

Three rules pointing to distinct commodities apply to this invoice line:

	Rule 1	Rule 2	Rule 3
Created on	31/11/2017	01/01/2017	01/01/2018
Classification criteria	<i>Invoice Line Label</i> =%Training%	<i>Supplier</i> =IBM	<i>Local commodity</i> =Certification
Weight	8	5	8
Commodity	Training	IT Professional Services	IT Hardware Maintenance

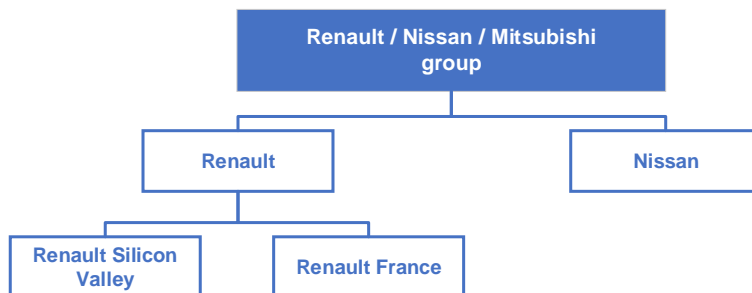
Both *Rule 1* and *Rule 3* prevail over *Rule 2* as they have higher weights. *Rule 1* & *3* have the same weight but, since *Rule 1* has seniority over *Rule 3*, *Rule 1* will be applied, and the invoice line will be classified into the *Training* commodity.

Rules Based on the Supplier Classification Criteria

Rules based on the *Supplier* criteria can point to any level of supplier hierarchy: the rule will cover all child entities of the supplier specified in the rule.

If more than one rule covers the same entity, the conflict will be resolved by applying the most accurate classification (the most granular level prevails).

Let's consider an example with the Renault-Nissan-Mitsubishi Alliance.



- Rule 1: *Renault / Nissan / Mitsubishi group* = *Cars* commodity.
This rule covers all child entities of the group.
- Rule 2: *Renault Silicon Valley* = *Research & Development* commodity.
This rule covers only the *Renault Silicon Valley* entity.

Invoice lines linked to *Nissan* or *Renault France* will inherit the classification of the group and will be classified into the *Cars* commodity (Rule 1).

Invoice lines linked to *Renault Silicon Valley* will be classified into *Research & Development*, even though *Renault Silicon Valley* belongs to the *Renault / Nissan / Mitsubishi* group (Rule 2).

Rules Based on the Organization Classification Criteria

Rules based on the *Organization* criteria can point to any level of your company's organizational tree: the rule will cover all child entities of the organization used in the rule.

If more than one rules cover the same organization, the rule using the more granular organization level applies.

Rule Application

Rules are not applied immediately: an EAI task dedicated to rule application is scheduled to be executed automatically on a regular basis.

About Classification Clues

What is a Clue?

Clues are potential classification candidates that are suggested to help you classify spend data. They reflect the spend classification experience of your company. Clues are loaded into IVALUA upstream of the classification task you perform in the *Spend workbench*.

More precisely, clues are mappings between *commodities* and *classification criteria*. Let's say your company purchases hardware from *IBM United States*. The clue reflecting this experience would be the *Hardware* commodity mapped to the *IBM United States* supplier.

Once loaded into IVALUA, these mappings are stored in the **Clues** page. In this page you can view clues from various angles and, if needed, create new ones or remove some of them (→p.18).

In the **Spend workbench** page, when displaying spend by criteria of your choice, clues become classification suggestions for these criteria (→p.20).

Reviewing Clues in the Clues Page

To access the **Clues** page, select the **Analytics > Spend workbench > Clues** menu.

At this stage, clues are hidden.

To display them, select the **Classification criteria** for which you wish to display clues:

- An additional filter related to the selected criteria is available: The **Organization** filter for the **Organization** criteria, the **Supplier** filter for the **Supplier** criteria, and so on.
- The search result shows the unclassified spend linked to the selected criteria (the *Amount not classified* and *# rows not classified* columns). The *Commodities* column contains the commodities (if any) mapped to criteria and thereby suggested for the unclassified spend.

Amount not classified	# rows not classified	Commodities	
59 635 692	11 829	FA_YG - Yards and Grounds	Group Central Buying
4 604 158	1 467		Headquarters (Cosmetic)
15	1	IT_SO - Software	Plant Detroit (Technologies)
0	0		Plant Nanjing (Cosmetic)
0	0		Plant Kansas City (Cosmetic)
0	0	125 - Colorants	Plant Monterrey (Cosmetic)
0	0		Plant Tuxpan (Cosmetic)

If you filter on the **Supplier Classification criteria**, the *Supplier level* filter is displayed in addition and is defaulted to the *Supplier ERP* level. You can select any other level of supplier hierarchy:

- The suppliers in the search result are filtered on the level of your choice
- The spend data is consolidated at the selected supplier level
- As classification suggestions, the clues cover the displayed suppliers and their child entities.

Amount not classified	# rows not classified	Commodities	Supplier
6 382	15	1 - Insurance	BNP PARIBAS
15	1	113 - Manufacturing Equipments	Siemens
0	0		DOW Chemicals

3 Result(s)

To display spend or criteria pointing to a specific commodity suggested, use the **Commodity** filter.

To display how the spend related to the displayed criteria is currently classified, select the **Display current classification** option: The *Classified* column is displayed. For each row, it displays the commodities and the classified spend amounts.


Period : Classification criteria : Commodity : Display current classification : ☒

Source system : Supplier level : Supplier :

Amount not classified	# rows not classified	Commodities	Classified	Source system	Supplier
192,360	8	<input type="text"/>	Software Licensing 191,987 IT Professional Services 177,858	Demo France	SKYNETRIX

Commodities **Classified amounts**

In this page you can also create new clues or remove existing ones:

- Access the line with criteria whose mappings you wish to modify:
 - To add a new clue, select the desired commodity in the associated field.
 - To remove an existing clue, click the *Delete* icon  of the commodity you wish to remove.
- Click the **Save** button available in the action bar.
The clue is saved. The new mapping will be displayed in the *Spend workbench* page as classification suggestion.

< ⌂ ☆ Clues

2

Period : Classification criteria : Commodity : Display current classification : ☐

Source system : Supplier level : Supplier :

Amount not classified	# rows not classified	Commodities	Source system	Supplier
1,731,266	30	<div> <div>1</div> <div>✕ 1 - Insurance</div> <div>✕ 11 - Consulting Financial Services</div> </div>	Demo France	MILLIMAN

Remove a commodity **Add commodities**

Displaying Commodity Suggestions in the Spend Workbench Page

In the context of the *Spend Workbench*, clues are materialized as commodity suggestions to help you classify spend. The **Clues** or **Existing rules** column is available to that end.

Navigation: HIGH-TECH Suppliers Sourcing Contracts Catalogs Procurement Invoicing Analytics | Aaron B. v

☆ Spend workbench Search ...

Save

Keywords: Period: Current year Classification criteria: ☐ GL account ☐ Local commodity ☐ Custom criteria ☒ Organization ☒ Supplier ☐ System Search Reset Advanced search

Supplier level: Supplier ERP Supplier: Status: All Organization level: Organization: System: Display current classification: ☐

Classified: 99 675 595,26 EUR (60,81 %) Not classified: 64 239 865,34 EUR (39,19 %)

Organization [3]	Supplier [5]	Amount classified	# rows classified	Amount not classified	# rows not classified	%	Clues or Existing rules ⓘ
Group Central Buying	MILLIMAN	9 408	1	1 677 389	27	1,03	Software [8]
Group Central Buying	ALTI	49 775	3	1 619 065	155	1,02	Training and Certification Programs [8]
Group Central Buying	RECALL FRANCE	0	0	1 557 449	207	0,95	<input type="checkbox"/> Hardware [3]
Group Central Buying	ALTRAN TECHNOLOGIES	32 032	2	1 465 066	173	0,91	<input type="checkbox"/> Hardware [3]
Group Central Buying	NEURONES	13 089	2	1 366 482	110	0,84	Landscaping [8]
Group Central Buying	MODIS France	0	0	1 218 149	132	0,74	Specific Consulting [8]
Group Central Buying	GIE COMUTITRES	0	0	1 204 756	9	0,73	<input type="checkbox"/> Hardware [3]
Group Central Buying	AEROPARIS	0	0	1 074 165	2	0,66	<input type="checkbox"/> Hardware [3]
Group Central Buying	STADE ENERGIES-SESAS	0	0	1 016 403	12	0,62	<input type="checkbox"/> Hardware [3]
Group Central Buying	APSIDE	0	0	993 033	115	0,61	<input type="checkbox"/> Hardware [3]
Group Central Buying	CONSORT NT	0	0	894 025	38	0,55	<input type="checkbox"/> Hardware [3]
Group Central Buying	CLESTRA HAUSERMAN	0	0	886 608	16	0,54	<input type="checkbox"/> Hardware [3]
Group Central Buying	ANTARES IT	60 852	19	867 782	63	0,57	<input type="checkbox"/> Hardware [3]
Group Central Buying	UNIWARE GLOBAL SERVICES	261 925	16	837 541	59	0,67	Software [8]
Group Central Buying	GROUPE ALLIANCE	0	0	823 808	67	0,50	<input type="checkbox"/> Hardware [3]

« < 1 2 3 4 5 6 7 > » More than 150 Result(s)

For each spend line and based on selected criteria, this column displays one of the following:

- **Clues.**

Commodity suggestions mapped, within clues, to one or more criteria of the spend line. The checkbox on the left side of a commodity allows you to create new rules based on this clue.

More than one commodity can be suggested for a spend line, up to a limit of three (configurable).

- **Existing rules** (clickable links).

If there is a rule matching exactly the criteria of the spend line, the rule replaces the clues and the rule commodity is displayed. Clicking the commodity shows the rule in a pop-up window.

Note, however, that the rule displayed in this column is not necessarily applied to the spend line: other conflicting rules could take precedence over it due to weight or seniority advantage.

Organization [3]	Supplier [5]	Amount classified	# rows classified	rows not classified	%	Clues or Existing rules ⓘ
Shop Miami (Cosmetic)	IBM United States	1 500	1		12,33	<input type="checkbox"/> Hardware [5] <input type="checkbox"/> Chemical Equipment [3]
Group Central Buying	IBM United States	3 000	1		24,66	<input type="checkbox"/> Hardware [8]
Sales and Operations (Technologies)	IBM United States	7 666	4		63,01	Hotel/Resort [8]

Clues

Rule

The **weight** of a commodity suggestion reflects the relevance of the suggestion for a spend line. It is computed as the sum of the weights of the criteria to which the suggestion points: the more there are criteria converging to the same suggestion, the more the suggestion is relevant for your spend line and the higher the weight.

Going back to the example where your company purchases hardware from *IBM United States*, let's suppose in addition that the purchase entity in question is the *Group Central Buying* organization. In this case, two clues reflecting this experience would be:

- *IBM United States* supplier = *Hardware* commodity, and
- *Group Central Buying* organization = *Hardware* commodity.

In the Spend workbench these clues will be materialized like so:

- 1 The *Hardware* suggestion points to the *Supplier (IBM United States)* criteria. Hence the weight of the suggestion equals the weight of the *Supplier* criteria (5).
- 2 The *Hardware* suggestion points to both the *Supplier* and *Organization* criteria. The weight of the suggestion is the sum of the weights of these criteria (5+3=8).

Organization [3]	Supplier [5]	Amount classified	# rows classified	Amount not classified	# rows not classified	%	Clues or Existing rules ⓘ
Shop Miami (Cosmetic)	<u>IBM United States</u>	1 500	1	0 0	0 0	12,33	<input type="checkbox"/> Hardware [5] 1 <input type="checkbox"/> Chemical Equipment [3]
<u>Group Central Buying</u>	<u>IBM United States</u>	3 000	1	0 0	0 0	24,66	<input type="checkbox"/> Hardware [8] 2

Creating Classification Rules

You can create rules from any spend line of the *Spend workbench*: the rule will inherit the spend line values for the selected classification criteria.

If you create a rule from the spend line selected below, the new rule will inherit the *Organization=Manufacturing* and *Supplier=Dow Chemicals* criteria.

Keywords:
Period: Current year
Classification criteria: ☐ GL account ☐ Local commodity ☐ Custom criteria ☒ Organization ☒ Supplier ☐ System
 [Advanced search](#)

Classified: 22 821 738,50 EUR (99,97 %)
Not classified: 6 397,59 EUR (0,03 %)

Supplier level: Supplier Group
Supplier:
Status: All
Organization level: Branch
Organization:
System:
Display current classification: ☐

Organization [3]	Supplier [5]	Amount classified	# rows classified	Amount not classified	# rows not classified	%	Clues or Existing rules ⓘ
Operations	BNP PARIBAS	14 074 765	13	6 382	15	61,68	
Manufacturing	Siemens	3 457 934	88	15	1	15,15	
Manufacturing	DOW Chemicals	5 289 040	36826	0	0	23,17	

3 Result(s)

Note: Remember that if the supplier used in a rule has child entities, the rule will also cover the child suppliers (for additional information on rules using the *Supplier* criteria, see page 16).

Similarly, if *Group*, *Branch* or *Division* level organization is used in a rule, the rule covers the child organizations (for additional information on rules using the *Organization* criteria, see page 16)

Creating Rules Using Clues

When a clue meets your needs, you can use it to create a rule. To do so:

1. Select the desired clue.

In the example below, *Training and Certification Programs* is selected.

The screenshot shows the 'Spend workbench' interface. At the top, there are navigation icons and a 'Save' button. Below this is a search bar with 'Keywords', 'Period' (set to 'Current year'), and 'Clue types' (with checkboxes for 'Organization' and 'Supplier'). A 'Search' button is next to it. To the right, a summary box shows 'Classified: 49,775.00 USD (2.98 %)' and 'Not classified: 1,619,065.08 USD (97.02 %)'.

Organization [3]	Supplier [5]	Amount classified	# rows classified	Amount not classified	# rows not classified	%	
Group Central Buying	ALTI	49,775	3	1,619,065	155	100.00	<input checked="" type="checkbox"/> Training and Certification Programs [5] <input type="checkbox"/> Software [3]

2. Click the **Save** button available in the action bar.

The selected clue is transformed into a rule represented by a clickable commodity link. To display the new rule, click the link.

- The new rule takes the spend line values for the selected classification criteria, as well as the commodity of the clue.
- Any other clues previously displayed for the same spend line are now hidden (in our example the *Software* suggestion).


The screenshot shows the 'Spend classification rule' dialog box. Red arrows indicate the mapping of data from the table above to the rule fields:

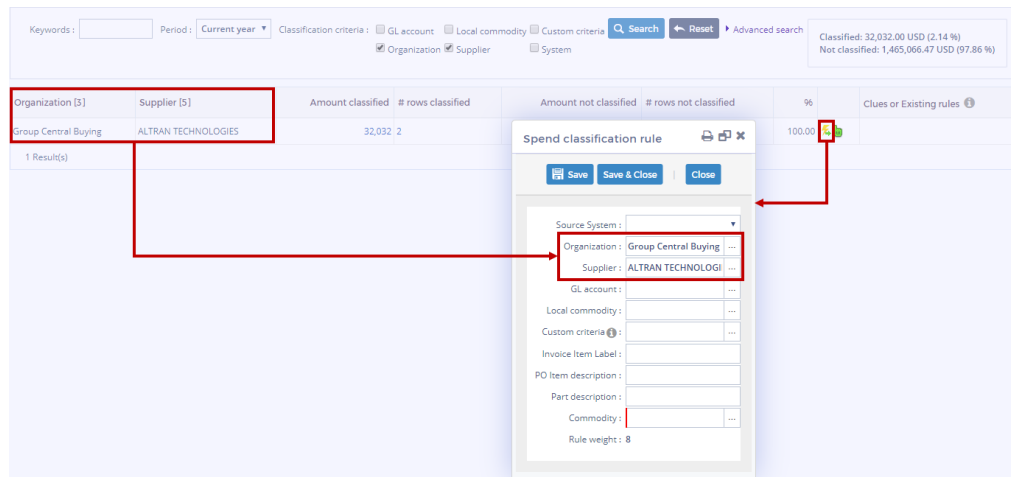
- Organization: Group Central Buying
- Supplier: ALTI
- Commodity: 91 - Training and Certil

The dialog box also includes fields for 'Source System', 'GL account', 'Local commodity', 'Alternative classif.', 'Invoice Item Label', 'PO Item description', 'Part description', and 'Rule weight: 8'. Buttons for 'Save', 'Save & Close', and 'Close' are at the top.

Creating Rules from Scratch

If there is no classification clue for a given spend line, or the available clues do not meet your needs, you must create the rule from scratch. To do so:


1. Click the **Create Rule** icon  of the spend line you wish to classify.
The *Spend classification rule* pop-up window opens. The criteria of the rule being created are pre-populated with the spend line values for the selected criteria.



2. Fill out any additional criteria you want to include in the rule: the weight of the rule is computed each time you add or remove a criteria.
The *Invoice Item Label* / *PO Item Description* / *Part Description* criteria have a specific behavior; for more information on those criteria, see page 35.
3. Select the target **Commodity**.
4. **Save** and **Close** the pop-up window.

Your rule is now created and will be considered upon the next run of the EAI task for rule application.

Note that you can also create rules at invoice line level. To do so:

1. Access the list of invoice lines either from the *Spend workbench* page (by clicking the spend line amount or the number of rows), or by selecting the **Analytics > Invoice lines** menu.
2. Click the **Create Rule** icon  of the desired invoice line.

Keywords :

Import ID :

Commodity :

Organization :

Q Search

↶ Reset

Classifying status :

Invoice Date :

1/1/2017

to

1/1/2018

Supplier :

Geographical Regions :

Amount :

✖ Not classified

Limited to selected items :

☒

ID	Item Label	Amount	Currency	Invoice Date	Status	Commodity	GL Code	Voucher #	Local commodity	Alternative codification	Part Description	Order Item Description	Suppliers	SRC	
61,517	CHABAUD FRANCK	77.55	EUR Euro	5/26/2017	Activated			FR003000004399310					FAL FLEET SERVICES	Demo France	
28,765	MESNARD RENAUD	93.88	EUR Euro	6/23/2017	Activated			FR003000004486804					FAL FLEET SERVICES	Demo France	
62,527	AUSSAGUEL CECILE	181.23	EUR Euro	6/23/2017	Activated			FR003000004486805					FAL FLEET SERVICES	Demo France	


3 Result(s)

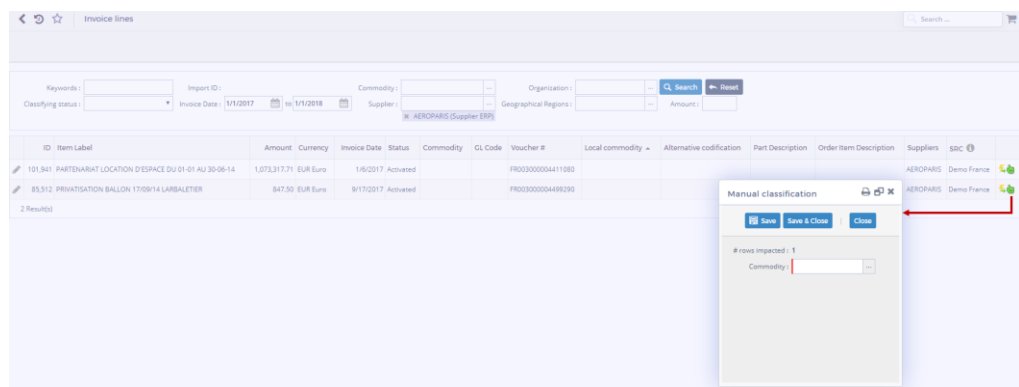
Manually Classifying Invoice Lines

Manual classification allows to directly assign a commodity to one or more invoice lines without using rules. This is a one-off action that is meant for invoice lines with wrong commodities or for which rules do not work.

You can perform manual classifications either from the list of invoice lines or from the *Spend workbench* page. In either case, the selected classification is applied immediately and doesn't require EAI task to run.


From the List of Invoice Lines

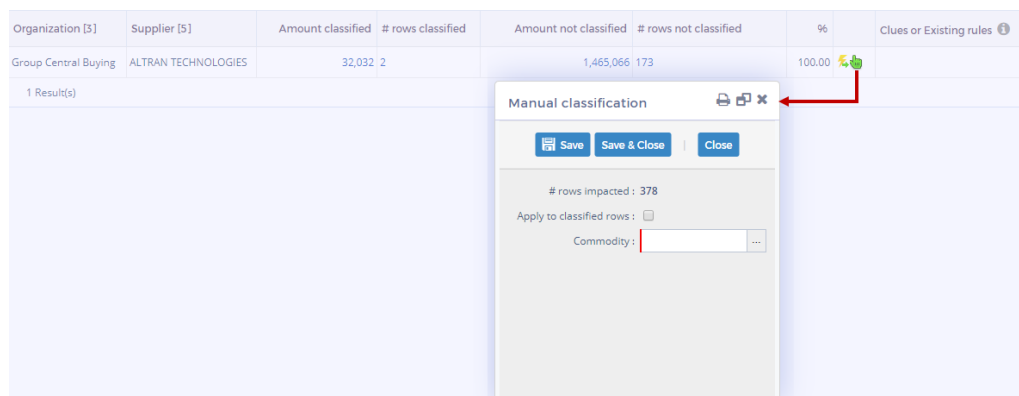
1. Access the list of invoice lines either from the *Spend Workbench* page (by clicking the amount or the number of invoice lines of the desired spend line), or by selecting the **Analytics > Invoice lines** menu.
2. Click the **Manual classification** icon  of the invoice line you wish to classify. The *Manual classification* pop-up window opens.



3. Select a **Commodity**.
4. **Save & Close**.
The spend line is classified into the selected commodity.

From the Spend Workbench Page

1. Click the **Manual classification** icon  of the spend line you wish to classify. The *Manual classification* pop-up window opens.
The *# rows impacted* field refers to all unclassified invoice lines matching the criteria of the current spend line, whatever the period those invoice lines are attached to.



2. If you wish to overwrite the classified lines with this manual classification, select the **Apply to classified rows** option.
3. Select a **Commodity**.
4. **Save & Close**.
The selected classification is applied.

Reviewing the List of Classification Rules

Displaying the Classification Rules Page

Another way of performing spend classification is managing rules from the rule repository, where you can gain a global view on current classification, identify classification inconsistencies, if any, and build a rule repository as complete as possible. The more complete the rule set, the more accurate the resulting classification will be. This also ensures that a growing percentage of the classification process will be automated for subsequent data refresh cycles.

To access the list of rules, select the **Analytics > Classification rules** menu. The **Classification rules** page is displayed. Each line of the list represents a rule along with spend data classified using that rule.



Classification rules															
<div> <div>Search ...</div> <div>Create a Rule</div> </div>															
<div> <div>Keywords:</div> <div>Supplier:</div> <div>Commodity:</div> <div>GL account:</div> <div>Source System:</div> <div>Organization:</div> <div>Local commodity:</div> <div>Custom criteria:</div> <div>CL Search</div> <div>Reset</div> </div>															
	Rule weight	Source System	Supplier	Organization	GL account	Local commodity	Custom criteria	Invoice Item Label	Part description	PO Item description	Commodity	# rows	Amount	Modified on (your local time)	User
	8	Demo France	AEROPARIS								Advertising			4/25/2018 1:25:42 AM	MINASAYAN Anahit
	8	Demo France	LA PROVIDENCE 2								Cleaning			5/2/2016 11:00:54 AM	Admin Clarity
	5		ALTI								Training and Certification Programs			5/23/2018 2:07:19 AM	Bell Aaron
	8		UNIWARE GLOBAL SERVICES	Group Central Buying							Software			6/14/2018 1:43:29 AM	Bell Aaron
	8		ACME Supply Company	Clarity Corporate							External Audit Services			5/14/2018 6:00:41 AM	Bell Aaron
	5		GIE COMUTITRES								Injection			6/13/2018 9:50:24 AM	Bell Aaron
	5		RECALL FRANCE								Software				
	3			Plant Monterrey (Cosmetic)							Colorants				
	8		NEURONES	Group Central Buying							Landscaping				
	8		ALTI	Group Central Buying							Training and Certification Programs				
	6	D&B	3M								Insurance			7/6/2018 1:41:38 AM	MINASAYAN Anahit
	9	Demo France									Landscaping	54	73,189.96	5/2/2016 10:31:21 AM	Admin Clarity
	9	Demo France									Advertising: Signs/ Materials	62	73,655.56	5/2/2016 10:31:41 AM	Admin Clarity
	9	Demo France									Catering	17	79,201.51	5/2/2016 10:31:10 AM	Admin Clarity
	9	Demo France									Telecom Hardware	395	87,110.81	5/2/2016 10:31:01 AM	Admin Clarity
<div> <div><</div> <div>1</div> <div>2</div> <div>3</div> <div>4</div> <div>5</div> <div>6</div> <div>></div> <div>76 Result(s)</div> </div>															

To display rules using a specific commodity, use the **Commodity** filter.

To display rules using a specific classification criteria, use the dedicated criteria filter (the **Supplier**, **Commodity**, **GL account**, and other filters).

Editing the List of Rules

Based on the results of your analysis, you can edit your rule repository (remember: any update will be considered upon the next run of the EAI task).

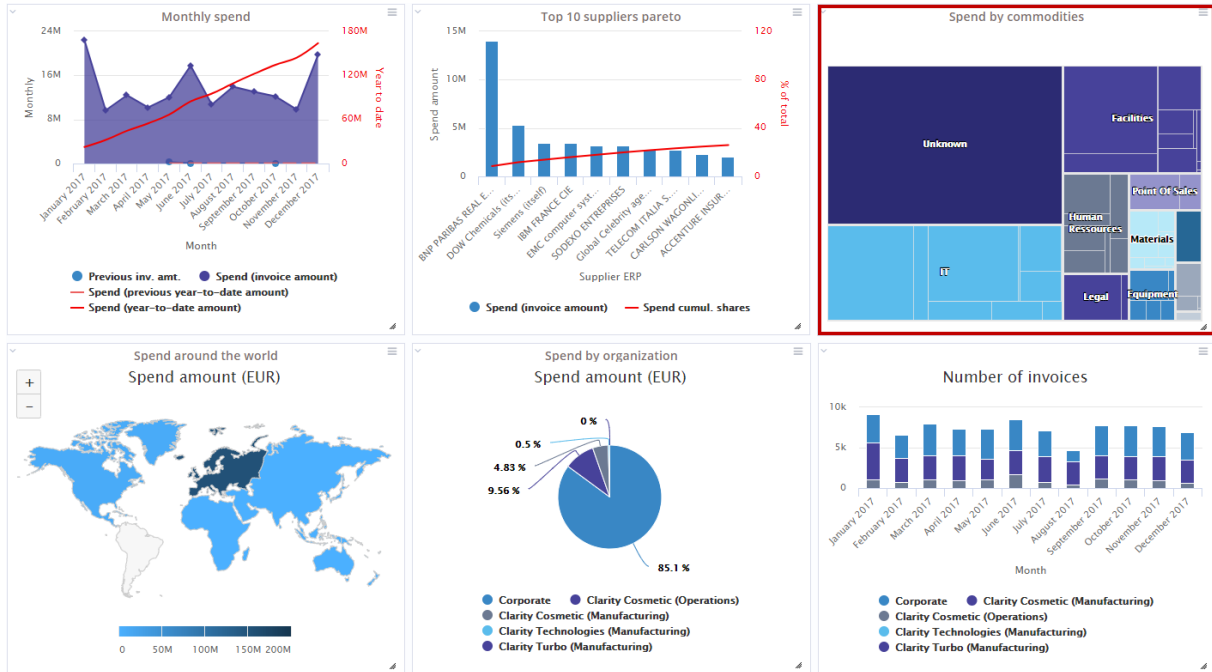
- To create a new rule, click the **Create a Rule** button (for more information on how to create a new rule, see page 24).
- To remove a rule, click its **Delete** icon .
- To modify an existing rule, use the **Edit** icon  associated with the desired rule. The current rule is displayed.

You can modify it in the following ways:

- ✓ Change the target **Commodity**: the invoice lines currently classified using this rule will be reclassified into the new commodity (unless a new rule takes precedence over the current rule due to weightage or seniority advantage).
- ✓ Add, remove or modify the criteria already used in the rule: the rule will apply to invoice lines matching the new criteria. The classification of the invoice lines currently classified using this rule will be reconsidered upon the next run of the EAI task.

Visualizing Classified Spend Data

As a result of the classification process described above, spend reporting is updated with the classified spend data. Here you can manipulate data in order to display the classified spend using various axes, follow up how spend evolves over the years, filter the reports by specific criteria etc.



REFERENCE GUIDE

Getting Familiar With the Spend Workbench Page

The *Spend workbench* page helps you to view your spend data and ensure an accurate classification of this data.

To access this page, select the **Analytics > Spend Workbench** menu.

The total spend for the current year is displayed by default. To display detailed data or to change the period whose data you wish to view, you must use the filters available in the *Search filter area*.

The screenshot shows the 'Spend workbench' interface. At the top, there's a 'Save' button. Below it, a search filter area includes fields for 'Keywords', 'Period' (set to 'Current year'), and 'Classification criteria' (with checkboxes for GL account, Local commodity, Custom criteria, Organization, Supplier, and System). There are also buttons for 'Search', 'Reset', and 'Advanced search'. To the right, a summary box shows 'Classified: 99,675,595.26 USD (60.81 %)' and 'Not classified: 64,240,549.34 USD (39.19 %)'.

Below the filters, there are dropdowns for 'Supplier level' (set to 'Supplier ERP'), 'Supplier', 'Status' (set to 'All'), 'Organization level', 'Organization', and 'System'. A 'Display current classification' checkbox is also present.

A table below the filters displays classification results:

Amount classified	# rows classified	Amount not classified	# rows not classified	%	Clues or Existing rules
99,675,595	81772	64,240,549	13298	100.00	👉👈

At the bottom left, it says '1 Result(s)'.

The **Save** button available in the action bar allows to transform *clues* into *rules* (for information on how to create rules based on clues, see page 23).

Search Filter Area

The section in the right corner of the filter area provides real time information on the spend data displayed depending on the search filters applied.

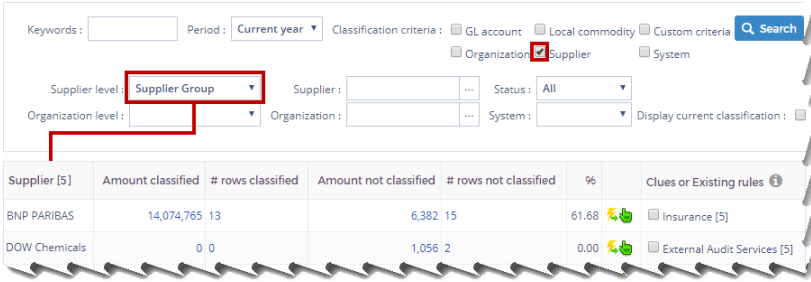
- **Classified:** invoice lines classified using rules or manually, or (for invoice lines created directly in IVALUA) having a classification before being added to the *Spend workbench*.
- **Not classified:** invoice lines without commodity or whose local commodity has not been covered by classification rules.

The table below describes the filters available in the search filter area.

Filter	Description
Period	Period to which the spend you wish to display is attached: <i>Current year</i> , <i>Previous year</i> or <i>All years</i> (for the overall invoice-line history).
Classification criteria	<p>(<i>GL account</i>, <i>Local commodity</i>, <i>Organization</i>, <i>Supplier</i>, <i>System</i>, <i>Custom criteria</i>)</p> <p>Selection of invoice line fields based on which you can consolidate the invoice lines.</p> <p>Select one or more criteria:</p> <ul style="list-style-type: none"> ▪ For each criteria selected an additional column is added to the search result ▪ The spend is consolidated based on the selected criteria

The screenshot shows the 'Spend workbench' interface with the 'Classification criteria' filter selected. The 'Organization' and 'Supplier' checkboxes are checked. The table below the filters shows the results of the search:

Organization [3]	Supplier [5]	Amount classified	# rows classified	Amount not classified	# rows not classified
Headquarters (Cosmetic)	BNP PARIBAS	0	0	6,382	15
Plant Detroit (Technologies)	Siemens	255,740	4	15	1

Filter	Description
Supplier level	<p>(to be used when the <i>Supplier</i> criteria is selected)</p> <p>Levels of supplier hierarchy that define the operational structure of the suppliers.</p> <p>Use this filter to specify by which level you wish to consolidate your spend. For each line of the search result obtained:</p> <ul style="list-style-type: none"> The suppliers are filtered on the selected level The spend corresponds to invoice lines linked to the supplier displayed <u>and</u> its child entities, if any. <p>In the example below the spend is consolidated by the <i>Supplier</i> criteria and filtered on the <i>Supplier Group</i> level: the spend in the search result relates to the group-level suppliers and their child entities.</p>  <p>For more in information on how to consolidate spend by <i>Supplier Level</i>, see page 11.</p>
Organization level	<p>(to be used when the <i>Organization</i> criteria is selected)</p> <p>Levels of the organizational tree of your company (<i>Group</i>, <i>Branch</i>, <i>Division</i> or <i>Site</i>).</p> <p>Use the Organization level filter to specify by which level you wish to consolidate the overall spend. For each line of the search result obtained:</p> <ul style="list-style-type: none"> The organizations are filtered on the selected level, The spend corresponds to invoice lines of the corresponding site-level child organizations. <p>Note: In IVALUA, each invoice line is attached to a site-level organization, which is the lowest level of IVALUA's organizational tree. Each site level organization, and thereby the corresponding invoice lines, is linked to its parent <i>Division</i>, <i>Branch</i> and <i>Group</i> organization.</p>
Supplier	<p>Suppliers with any level of the supplier hierarchy.</p> <p>Select a supplier to display the spend attached to that specific supplier and its child entities, if any.</p>
Organization	<p>Organizations with any level of the organizational tree.</p> <p>Select an organization to display the spend attached to that specific organization and its child entities.</p>
Status	Classification status of spend lines (<i>All</i> , <i>Classified</i> , <i>Not classified</i>).
System	Filters the spend depending on the system from which the invoice lines have been imported.
Display current classification	Displays the classification currently applied to each line of the <i>Spend workbench</i> .

Spend Workbench List

This list displays your company spend data. The layout of the *Spend workbench* list depends on the **Classification criteria** that you have selected to consolidate the spend data. For each criteria selected, a new column is added to the spend workbench list. The weight of each criteria is indicated in brackets.



In the screenshot provided below, the *Organization* and *Supplier* classification criteria are selected. Consequently, the *Organization (weight=3)* and *Supplier (weight=5)* columns are added to the spend workbench list.

Organization [3]	Supplier [5]	Amount classified	# rows classified	Amount not classified	# rows not classified	%	Clues or Existing rules ⓘ
Group Central Buying	MILLIMAN	9,408	1	1,677,389	27	1.03	Software [8]
Group Central Buying	ALTI	49,775	3	1,619,065	155	1.02	Training and Certification Programs [8]
Group Central Buying	RECALL FRANCE	0	0	1,557,449	207	0.95	Storage/Archiving [5]
Group Central Buying	ALTRAN TECHNOLOGIES	32,032	2	1,465,066	173	0.91	
Group Central Buying	NEURONES	13,089	2	1,366,482	110	0.84	Landscaping [8]
Group Central Buying	MODIS France	0	0	1,218,149	132	0.74	Specific Consulting [8]
Group Central Buying	GIE COMUTITRES	0	0	1,204,756	9	0.73	
Group Central Buying	AEROPARIS	0	0	1,074,165	2	0.66	
Group Central Buying	STADE ENERGIES-SESAS	0	0	1,016,403	12	0.62	
Group Central Buying	APSIDE	0	0	993,033	115	0.61	
Group Central Buying	CONSORT NT	0	0	894,025	38	0.55	
Group Central Buying	CLESTRA HAUSERMAN	0	0	886,608	16	0.54	
Group Central Buying	ANTARES IT	60,852	19	867,782	63	0.57	
Group Central Buying	UNIWARE GLOBAL SERVICES	261,925	16	837,541	59	0.67	Software [8]
Group Central Buying	GROUPE ALLIANCE	0	0	823,808	67	0.50	

Each line of the list displays data corresponding to the combination of the spend line values for the criteria selected.

Remember that if you have selected the *Supplier* or *Organization* criteria, the amounts and the numbers of invoice line will include the spend of the related child-suppliers or-child organizations.

Column	Description
Classification criteria (GL Account, Local commodity, Custom criteria, Organization, Supplier or System)	Spend line value for the criteria you have selected in the <i>Classification criteria</i> filter.
Amount classified	Amount of classified spend data. Clicking an amount opens a pop-up window with the list of the associated invoice lines.
# rows classified	Number of classified invoice lines. Clicking a number opens a pop-up window with the lists of the associated invoice lines.
Amount not classified	Amount of unclassified spend data. Clicking an amount opens a pop-up window with the list of the associated invoice lines.
# rows not classified	Number of unclassified invoice lines. Clicking a number opens a pop-up window with the list of the associated invoice lines.
%	Percentage of the classified and unclassified spend amount related to the total amount of spend data displayed in the search result.

Column	Description
	<i>Create Rule</i> icon. Allows to create a new classification rule. For more information on how to create a classification rule from scratch, see page 24).
	<i>Manual classification</i> icon. Allows to manually assign commodities to invoice lines (for more information on manual classification, see page 25).
Clues or Existing rules	<p>Classification suggestions based on clues or existing rules:</p> <ul style="list-style-type: none"> ▪ <i>Clues</i> are classification suggestions that you can use to create a rule. For more information on clues, see page 17. For information on how to use clues to create rules, see page 23 ▪ <i>Rule</i> whose criteria match exactly the criteria of the spend line. Note, however, that a rule displayed in this column is not necessarily applied to the spend line: other rules could take precedence because of greater weights or seniority. For additional information on the <i>Clues or Existing rules</i> column, see page 20.
Current classification	<p>Commodities assigned using rules or manually.</p> <p>Additional information is displayed next to each commodity:</p> <ul style="list-style-type: none"> ▪ The weight of the rule (in brackets) if the commodity was assigned using a rule. These rule-based commodities are clickable links: clicking the link displays the associated rule in a pop- window. ▪ The amount of spend data classified into the displayed commodity

Classification Rules List

To access the repository of classification rules, select the **Analytics > Classification rules** menu.

The search filter area allows you to display the rules depending on the elements used in the rules:

- **Commodity** selector: displays the rules using the commodity selected
- **Supplier, GL account, Source System, Organization, Local commodity** or **Custom criteria** filters: display the rules using the criteria selected.

The **Create a Rule** button in the action bar allows you to create a new rule.

The list in the search result displays the fields of the rules with the associated spend data.

Column	Description
Classification criteria	
Source System	Source system the spend data originates from
Supplier	Suppliers with any level of supplier hierarchy. When a rule uses the <i>Supplier</i> criteria and the supplier selected has child entities, the rule covers also these child suppliers. When a child supplier is covered by more than one rule, it's the lowest (more granular) level that prevails. For more information on rules using the <i>Supplier</i> criteria, see page 16.
Organization	Organizations with any level of the organizational tree. When a rule uses the <i>Organization</i> criteria, that rule covers all child entities of the organization selected in the rule (unless the organization selected is a site-level organization, which in IVALUA is the lowest level of the organizational tree). When a child organization is covered by more than one rule, it's the lowest (more granular) level that prevails.
GL account	Your company accounts

Column	Description
Local commodity	Commodity the invoice lines are assigned to in the source system
Custom criteria	Customizable criteria (Cost center, Mercosur code, etc.). This criteria can be renamed and configured either during the initial setup of your application, or later by the Administrator.
Invoice Item Label / Part description / PO Item description	<p>Fields of the imported invoice lines.</p> <p>Target invoice lines by filling out the exact content of these fields or using the “%” and “_” wildcard characters:</p> <p>The “%” sign replaces zero, one or more characters. Here some examples of how this wildcard can be used:</p> <ul style="list-style-type: none"> ▪ “abc%”: any value that starts with “abc” ▪ “%abc”: any value that ends with “abc” ▪ “%abc%”: any value that contains “abc” ▪ “a%z”: any value that starts with “a” and ends with “z” <p>The “_” sign represents one single character. You can combine it with the “%” wildcard.</p> <ul style="list-style-type: none"> ▪ “_bc%”: any value that starts with any letter followed by “bc” and that ends with any character string ▪ “__ _d%”: any value that has “d” in the fourth position
Commodity	Commodity of your company taxonomy into which you wish to classify the invoice lines that match the rule
Rule weight	<p>The rule weightage is meant to reflect the relative importance of each rule. It is computed as the sum of the weights of the criteria used in the rule.</p> <p>Criteria weights are configured by authorized users.</p>
Classified spend data	
# rows	For each rule, the number of invoice lines classified using that rule.
Amount	For each rule, the amount of spend classified using that rule.

Clues Page

Clues are mappings where *commodities* from your commodity taxonomy point to (are suggested for) *classification criteria*. Clues are imported into IVALUA from other systems and stored in the *Clues* page, the final aim being to display them in the *Spend Workbench* as classification suggestions when they match the spend line.

To access the *Clues* page, select the **Analytics > Clues** menu.

Search Filter Area

This area contains the filters you will use to display the desired spend data and associated clues.

When you access the page, the page looks like so:

You need to select a **Classification criteria** to display the corresponding data. Upon selecting the desired criteria, additional relevant filters become available and spend data is displayed, broken down by the selected criteria. Commodities are mapped to these criteria.

In the screenshot provided below, the **Supplier Classification criteria** is selected: The **Supplier level**, **Supplier** and **Source system** filters are now available; The commodities mapped to the **Supplier** criteria are displayed.

The **Display current classification** option shows the commodities into which spend lines are classified as well as the associated classified amounts.

The **Commodity** filter allows you to display the criteria to which the selected commodity is mapped as well as the associated unclassified spend.

Amount not classified	# rows not classified	Commodities	Classified	Source system	Supplier
1 731 266	30	✕ 1 - Insurance ✕ 11 - Consulting Financial Services	Risk Management 9 408	Demo France	MILLIMAN
1 619 065	155	✕ 91 - Training and Certification Programs	Specific Consulting 49 775	Demo France	ALTI
1 597 343	23			Demo France	GIE COMUTITRES
1 557 449	207	✕ 84 - Storage/Archiving		Demo France	RECALL FRANCE
1 465 066	173		Specific Consulting 32 032	Demo France	ALTRAN TECHNOLOGIES
1 366 482	110		Software Maintenance 13 089	Demo France	NEURONES
1 218 149	132	✕ 31 - Specific Consulting		Demo France	MODIS France
1 074 165	2			Demo France	AEROPARIS
1 050 391	2			Demo France	RMN GRAND PALAIS
1 016 403	12			Demo France	STADE ENERGIES-SESAS
993 033	115			Demo France	APSIDE

Clues List

This list presents the spend data broken down by selected criteria and the clues associated with those criteria. For line:

- The *Amount not classified* and *# rows not classified* columns display the unclassified spend amounts and invoice lines.
- The *Commodities* column contains:
 - ✓ A commodity selector, which allows you to create new clues (select a commodity and click **Save**)
 - ✓ Commodities already mapped to the selected criteria (existing clues)
- The *Classified* column contains the current classifications (commodities) as well as the classified amounts associated with each commodity. This column is only displayed when the *Display classified* option is selected in the search filter area.
- The classification criteria column, labeled after the selected criteria. Only one criteria can be selected at a time. If the criteria you have selected can be imported from other systems (such as the GL accounts, ERP suppliers, Local commodities), the *Source system* column is also displayed.

In the example below, the clue list is filtered on *Siemens / Supplier site*. All spend data have been classified, except one single invoice line (15€). The *Manufacturing Equipment* commodity is mapped to this supplier. In the *Spend workbench*, this commodity will appear as classification suggestion for *Siemens*.

The screenshot shows the 'Clues' interface. At the top, there's a 'Save' button. Below it, a search filter area includes 'Period: Current year', 'Supplier level: Supplier Site', 'Classification criteria: Supplier', 'Supplier: Siemens', and a 'Commodity' selector. A 'Search' button is also present. The main table has columns: 'Amount not classified', '# rows not classified', 'Commodities', 'Classified', and 'Supplier'. The 'Amount not classified' column shows '15'. The '# rows not classified' column shows '1'. The 'Commodities' column shows '113 - Manufacturing Equipments'. The 'Classified' column lists various commodities and their amounts, with 'Siemens' as the supplier. Red arrows point from the following labels to the corresponding columns in the table:

- Unclassified data** points to the 'Amount not classified' column.
- Commodities mapped to the selected criteria (editable)** points to the 'Commodities' column.
- Current classification (Commodity/Amount)** points to the 'Classified' column.



Action bar

The action bar contains the **Save** button enabling you to create new clues directly in this page: select a commodity in the commodity selector of the desired spend line and **Save**.

Invoice Lines

This page contains the invoice lines imported from other systems or generated directly in IVALUA. Each row represents one invoice line.

In this page you can view invoice data through different angles: invoice lines classification status, dates, amount and others.

You can also manually classify each invoice line using the *Manual classification* icon  or create rules using the *Create Rule* icon .

Invoice lines													
<div> <div>Keywords :</div> <div>Import ID :</div> <div>Commodity :</div> <div>Organization :</div> <div>Classifying status :</div> <div>Invoice Date :</div> <div>Supplier :</div> <div>Geographical Regions :</div> <div>Amount :</div> <div>Search</div> <div>Reset</div> </div>													
ID	Item Label	Amount	Currency	Invoice Date	Status	Commodity	CL Code	Voucher #	Local commodity	Alternative codification	Part Description	Order Item Description	Suppliers
4	TRIPOTEAU THIERRY	330,81	EUR Euro	14/10/2017	Activated	External Audit Services		FR003000004488483					FAL FLEET SERVICES
7	JOLYMATTHIEU MR	8,51	EUR Euro	07/11/2018	Activated	Travel Agency		FR003000004526113					CARLSON WAGONLIT TRAVEL
8	MONROUXALEXANDRE	5,78	EUR Euro	02/01/2018	Activated	Travel Agency		FR003000004394787					AMERICAN EXPRESS CARTE FRANCE
9	MOULLARTMARIE CH	25,69	EUR Euro	26/11/2018	Activated	Travel Agency		FR003000004528924					CARLSON WAGONLIT TRAVEL
11	DAVINPHILIPPE MR	2,78	EUR Euro	24/04/2017	Activated	Travel Agency		FR003000004435326					CARLSON WAGONLIT TRAVEL
12	CLUB VIP 20-21/03/14	34 708,31	EUR Euro	01/04/2018	Activated	Insurance		FR003000004442070					FEDERATION FRANCAISE DE FOOTBALL
14	BOURE/DAVID MR	0,30	EUR Euro	11/07/2017	Activated	Travel Agency		FR003000004514062					CARLSON WAGONLIT TRAVEL
15	BOUTELLES CHAMPAGNE BRUT 10/2014	358,42	EUR Euro	07/10/2018	Activated	Cleansing services		FR003000004533211					PRIEUR CLAUDE
16	POTIE TOM	5,96	EUR Euro	20/02/2018	Activated	Gasoline		FR003000004397734					FAL FLEET SERVICES
17	CAMELEYRE/SOPHIE	6,00	EUR Euro	09/01/2018	Activated	Travel Agency		FR003000004420690					CARLSON WAGONLIT TRAVEL
22	NO DESCRIPTION	15 534,75	EUR Euro	30/06/2018	Activated			FR003000004490347					INFOTEL CONSEIL
23	DUBURIQUE/XAVIER M	5,72	EUR Euro	30/09/2018	Activated	Travel Agency		FR003000004520799					CARLSON WAGONLIT TRAVEL
25	BORDES	5,17	USD United States dollar	01/09/2018	Activated	Colorants		FR003000004463376					DOW Chemicals
26	BOURGUIGNON/JEROM	309,10	EUR Euro	13/06/2018	Activated	Travel Agency		FR003000004509343					CARLSON WAGONLIT TRAVEL
28	POULAIN NADINE 09/102014 10/102014	67,07	EUR Euro	31/10/2018	Activated			FR003000004499649					IALBATROS